

BUILDING PERMIT ADDITIONAL DRAWING REQUIREMENTS

The Project Designer (R.A. or P.E.) must provide the following minimum zoning or local code information on the submitted sealed architectural or engineering drawings for all projects with additions or major alterations.

A. SITE DATA

1. Owner Name, Owner Address, & Property Address
2. Section, Block, Lot(s)
3. Zoning District
4. Primary Property Use

B. SITE ZONING INFORMATION - Table Format (Required/Maximum , Existing, & Proposed)

1. Front Yard Setback
2. Secondary (Side) Front Yard Setback (corner lots)
3. Minimum Side Yard Setback
4. Aggregate Side Yard Setback
5. Rear Yard Setback
6. Total Lot Area Square Footage
7. Building Area at Grade (including porticos, garages, sheds and other covered structures)
8. Total Lot Coverage Percentage (Building Area / Total Lot Area)
9. Rear Lot Coverage Percentage (Accessory Structures / Rear Yard Area)
10. Height of New Construction from Grade (average grade to highest roof peak)

C. FLOOR AREA INFORMATION

1. Existing First Story Total Floor Area Square Footage (Include area for garages, enclosed porches, and other enclosed building areas)
2. Existing Second Story Total Floor Area Square Footage
3. Existing Total Floor Area Square Footage
4. Proposed Additional First Story Total Floor Area Square Footage
5. Proposed Additional Second Story Total Floor Area Square Footage
6. Proposed Additional Total Floor Area Square Footage
7. Floor Area of Renovated Residence (FA)
8. Maximum Floor Area Permitted
9. Floor Area Ratio (FAR) of Renovated Residence (FA / Lot Area)
10. Maximum Floor Area Ratio (FAR) Permitted

Notes:

- For buildings with additions there must be a Site Plan at a scale of at least 1' = 20' showing (as a minimum) property line information, streets, distance to nearest intersection, existing buildings, existing accessory structures and pools, existing setbacks, proposed additions, and proposed setbacks. Include a table and notes with all zoning information, design criteria, and material specifications.
- Drawings must include (as a minimum) Site Plans, Foundation Plans, Floor Plans, Elevations (all sides showing Height-Setback lines and maximum heights), Full Sections showing proposed work areas, Detail Sheets (also including hurricane connections and tie downs), Electrical Plans (also showing smoke and CO alarms), and Plumbing Riser Diagrams.
- Plans must show all insulation, and include a Certification by the R.A. or P.E. that the work will comply with the New York State Energy Law.
- Any deviations from any zoning requirements must be clearly shown and highlighted on the plans. Failure to comply may void any plan approval.
- Additional plan and submittal requirements apply to Major Alterations or New Buildings that require Architectural Review Board (ARB) approval.